

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: D/PPPM
5E13, Hqtrs.

EXTENSION

NO. ER 80-1039/1

DATE

9 JUL 1980

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDCI
7E12, Hqtrs.

11 JUL 1980

2. DD PPPM JUL 1980

3. D PPPM

21 JUL 1980

4. Chief, SIS/SS 21 JUL 1980

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Attached for your signature is a proposed memorandum providing guidance and instructions to the Heads of Career Services in implementing the Senior Officer Development Program (SODP). It provides for full implementation by 1 October 1980 for FY 1981. Suggestions from the working group have been incorporated, but it has not been coordinated with the Heads of Career Services.

Harry E. Fitzwater

BU 1090
ER 80-1039/1

11 JUL 1980

MEMORANDUM FOR: Deputy Director for Administration
Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, "E" Career Service

FROM: Deputy Director of Central Intelligence

SUBJECT: Senior Officer Development Program
Implementation FY 1981

REFERENCE: Senior Officer Development Program, 6 May 1980

1. Now that the Executive Committee has agreed on a basic structure, the FY 1981 Senior Officer Development Program (SODP) will be implemented. As the SODP replaces the former Personnel Development Program (PDP), it is important that we re-establish a formalized yet dynamic process for succession planning, candidate development and ultimately for the selection of officers for senior positions. The emphasis will be on developing the SODP as a planning and management tool. I want the SODP to be useful to you as managers in carrying out your assigned missions. At the same time I will expect you to take into account other important considerations--EEO and Affirmative Action Program goals, uniform precepts for panels, and individual input on preferences and aspirations.

2. In accordance with the guidelines contained in the SODP, and recognizing that this is a dynamic process, the Career Services shall prepare and have available the following information by 1 October 1980:

a. Succession Planning List - The list should cover every SIS-1 - 4 position. A copy of this list (Attachment A) will be forwarded "Eyes Only" to the Director of Personnel Policy, Planning, and Management by 1 October 1980. (See Section IV, SODP.)

b. Senior Officer Development Roster - A roster for FY 1981 of individuals in grades GS-13 - 15 and SIS-1 - 4 identified for further development through training and assignment. Preparation of this information is, of course, geared to the Career Services (and subgroup) panel schedule

for each grade. As of 1 October each Career Service Head should have at hand rosters (Attachment B) for each grade (GS-13 - 15 and SIS-1 - 4) based on recommendations of the most recent panel meetings. These will be updated as new panels meet. (See Section V, SODP.)

c. List of Candidates - (GS-13 and above) available for developmental assignment outside parent Career Service. This should include the individual's name, grade, occupational specialty/job title, type of assignment desired, proposed timing and duration. This list should be an offshoot of the panel deliberations and recommendations for the SOD Roster. Its preparation and updating should follow the panel schedules for each grade, with updated lists submitted to the Career Service Head after each panel exercise. (See Section V, C8, D1, SODP.)

d. List of Positions - (GS-13 and above) available to non-careerists for developmental assignment. This should include identifying specific positions or types of positions, grade, description of duties, proposed timing and duration. This list will be forwarded to the Director of Personnel Policy, Planning, and Management by 1 October 1980. (See Section V, C6, C7, SODP.)

3. The Office of Personnel Policy, Planning, and Management will distribute copies of the List of Positions available to non-careerists to each Career Service Head for consideration in placing their development candidates. The Career Services will deal with each other directly in arranging interdirectorate assignments. The Director of Personnel Policy, Planning, and Management will assist as needed.

4. I will expect the Heads of Career Services to ensure that SODP information is current and that a sufficient number of developmental assignments are made. For information or assistance regarding the SODP, you may wish to contact the SIS Support Staff

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Signed

Frank C. Carlucci

Attachments:

- A. Succession Planning List
- B. SOD Roster

Distribution:

1 - JCS w/att.

1 - DDCI w/att.

1 - DCI w/att.

1 - SA w/att.

1 - D/DCI/ST w/att.

1 - D/DCI/ST w/att.

✓ 2 - D/PPPM w/att.

2 - SIS/SS w/att.

STAT

OPPPM/SIS/SS, [redacted] pmk(7Jul80)

CONFIDENTIAL (When Filled In)

CAREER SERVICE

SENIOR OFFICER DEVELOPMENT ROSTER

TRAINING AND ASSIGNMENT PROJECTIONS

Name & Grade of Individual to be Developed	Planned Developmental Assignments and Experiences		Planned Training: Internal in Career Service, OTR, External College, etc., and any Other Developmental Actions	
	Action(s) & Purpose(s)	When	Action(s) & Purpose(s)	When

CONFIDENTIAL

SUBJECT: Senior Officer Development Program Implementation
FY 1981

ORIGINATOR: Harry E. Fitzwater 8 JUL 1980
Harry E. Fitzwater Date
Director of Personnel
Policy, Planning, and Management